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ANNEX "B" TO APPENDIX "A"

WAR AND NAVY DEPARTMENTS AND
OFFICE OF STRATEGIC SERVICES
Washington, D.C.

July 1, 1943

MEMORANDUM TO ALL CONCERNED

Subject: Directive on Joint Army and Navy Intelligence
Studies.

1. The following sections comprise this directive on Joint
Army and Navy Intelligence Studies (JANIS):

- I. Responsibilities of the Joint Intelligence Study
Publishing Board.
- II. Responsibilities of MIS, ONI and OSS.
- III. Preparation of JANIS.
- IV. Priorities List for JANIS.
- V. Outline Guide for JANIS.

2. The Joint Intelligence Study Publishing Board has been
established in accordance with memorandum dated April 27, 1943,
and approved by the A. C. of S., G-2 War Department, the
Director of Naval Intelligence, and the Director, Office of
Strategic Services.

3. Appointed to serve as full-time members of the board,
Room 3037, Munitions Building, are:

25X1A9a Comdr. Vaughn Bailey, USN (ONI) Navy Ext. 62672
 Major George H. Kountz, AUS (MIS) W.D. Ext. 76958
 [REDACTED] (OSS) OSS Ext. 506

4. Authority is granted to the Joint Intelligence Study
Publishing Board to issue subsequent directives in keeping with
the policies established by this directive.

JCS Declassification/Release Instructions on File


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5. Officers and others concerned with the preparation of material for the JANIS series will familiarize themselves with, and be guided by, this directive.

/s/ HAYES A. KRONER
Brigadier General
Acting, A. C. of S., G-2,
War Department

/s/ H. C. TRAIN
Rear Admiral, U.S.N.,
Director of Naval Intelligence

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/s/ 
Acting Director, Office of Strategic
Services.

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SECTION I

Responsibilities of the Joint Intelligence Study
Publishing Board

The JISPB is charged with:

1. Coordinating, supervising, editing, and promulgating Joint Army and Navy Intelligence Studies (JANIS).
2. Calling a meeting of representatives of agencies directly concerned at the inception of each JANIS for:
 - (a) Planning, interpretation and application of this directive to the JANIS in question.
 - (b) Agreement upon the date when final drafts will be completed.
 - (c) The selection of maps, charts, figures, and illustrations.
3. The appointment of a sub-committee of cartographic representatives who will:
 - (a) Devise and recommend a uniform system of map and chart presentation.
 - (b) Be responsible for their preparation.
4. Acting in an advisory capacity to, and coordinating the work of, MIS, ONI and OSS in the preparation and production of final drafts of JANIS.
5. Assembling, editing, final page numbering, final indexing, and serially numbering each JANIS.
6. Determining the format, and, by consultation with the distributing agencies, the number of copies of JANIS to be printed. Distribution of JANIS will be determined and made by MIS and ONI.

7. Directing the reproduction of each JANIS.
8. Making changes in the Outline Guide as may be required.
9. Maintaining liaison with other United Nations' intelligence publication units.

SECTION II

Responsibilities of MIS, ONI and OSS

1. MIS, ONI, OSS are responsible for:

(a) The preparation of the sections as assigned on page 1 of the Outline Guide. Each section, when submitted to the JISPB, will be in final draft form, and will include all appendices, maps, charts, figures and illustrations prepared to support the text.

(b) The maintenance of direct and continuous liaison with other agencies assisting in the preparation of their respective sections.

2. MIS, ONI, and OSS will cooperate with one another in obtaining data and furnishing assistance to the responsible agency.

3. The actual cost of reproduction of JANIS will be apportioned among MIS, ONI, and OSS in direct ratio to the number of copies required by each.

Section III

Preparation of JANIS

1. The purpose of a JANIS is to make available one publication containing all the necessary detailed information upon which may be based a war plan for military or naval operations in a given area.

2. In the compilation of JANIS, repetition, verbosity, ambiguity, and long and involved sentences will be avoided.

3. Foreign units of measure will be followed by equivalents in English and metric units. Foreign money values will be followed by equivalents in dollars and cents.

RESTRICTED

4. Each place named will appear on a map, or be located with respect to a point on a map. Spelling of place names will agree with the spelling on maps, and anglicization will follow in parenthesis.
5. Dates will accompany all statistics.
6. The Government Printing Office style manual will be used as the guide.
7. An informal progress report will be submitted Monday of each week to the JISPB by MIS, ONI and OSS, showing the status of the sections as of noon the previous Saturday.
8. The final draft of each section as submitted to the JISPB will be indexed. The index shall include page numbers of:
 - (a) References to strategically important place names.
 - (b) Main paragraph headings in the Outline Guide.
 - (c) Topics of military and naval significance.
9. One copy of a bibliography for each section will be submitted to the JISPB for future reference respecting revision. Section bibliographies will not be reproduced in the printed JANIS.
10. Four copies of the final draft of each section will be submitted to the JISPB. These will include illustrative material, maps, charts, figures and diagrams, originals of which will be submitted if available.

Section IV

Priorities List for JANIS

1. The JANIS series will be prepared and published in accordance with a priority list available as a separate document.
2. Changes in the priorities list may be made from time to time by agreement of all the signers of this directive.